PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE PINECREST BOARD OF TRUSTEES

Date: Thursday, November 19, 2015	Place: Board Room
Presiding: Jeff Naser, Chairperson	Time: 2:00 p.m. Central Time
Recording Secretary: Lois Ball, Executive Secretary	

Call to Order: The meeting was called to order by Chairperson Naser at 2:00 p.m. Central Time

Roll Call:
Trustees present: Gerald Smith, Mary Harrington, Barbara Oliver, Catherine Driscoll, Jeff Naser, Gary Eichhorn, Jan Hafeman. Also present: Darlene Smith, Administrator.

Trustees Absent: Elaine Boyne, John Degenaer, Jr., Gary Eichhorn

Leadership Team Members Present: Candace Meintz, CFO and Susan Williamson, Director of Nursing

Guests: Gerald McCole, Terry Grondine, Amy Lantagne, Todd Flath

TOPIC	DISCUSSION	OUTCOME
Approval of the November 2015 Agenda	There were no additions or deletions to the agenda.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Agenda. Motion carried.

Board action on Minutes of the October 2015 meeting	The minutes had been sent to Trustees for prior review.	A motion was made by Trustee Hafeman, supported by Trustee Smith. Motion carried.
Review and request for approval of Financial Statements for October 2015	Candace Meintz, CFO reviewed the Financial Statement with the Board. It was noted that we have renegotiated our gas contract due to the lower gas prices. The wood chip boiler is in shut down at this time. It was asked how much energy the solar panels produce, it helps the greenhouses some.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Financial Statement as presented. Motion carried.
Board action on the October Manifest of Invoices	Trustee Hafeman questioned the $10,000 paid to Whispering Pines. That is their share of a dividend paid back to holders from our Liability Insurance company.	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Whispering Pines/Powers Activity Center Committee Report	Trustee Driscoll reported that the Committee met prior to this meeting. All homes are doing well. They have approved the 2016 budget. Three homes have been surveyed and all had 100% compliance.	A motion was made by Trustee Hafeman, supported by Trustee Oliver, to approve the Whispering Pines report. Motion carried.
Timber Committee Report	The last day to receive bids is 4p.m. on Friday, December 4th. Bid Opening will be held at 8:00 a.m. Central Time on Wednesday, December 9th. Committee Members are Trustees Naser, Smith and Eichhorn. All are asked to be present.	
Finance Committee Report	The Operational and Capital Budgets were reviewed by Candace Meintz, CFO. Discussion was held throughout the	A motion was made by Trustee Smith, supported by Trustee Driscoll, to approve the 2016 Operational Budget and the

	presentation. It was noted during this time that the employees' health insurance through Consumers Mutual Insurance will have to be changed by the end of the year due to the insurance company's financial problems. We have received quotes from Blue Cross Blue Shield and Administrator Smith reviewed the coverage. She noted that our insurance agent is moving quickly on this to get us coverage in place by the end of the year. The Board agreed that we should go with the Blue Cross Blue Shield plan as described.	2016 Capital Equipment Budget as presented. Motion carried.
Review of Board of Trustees By-Laws	Because the number of Trustees has gone from 12 back to 9, the Board Members reviewed the By-Laws and made necessary changes reflecting the change in numbers members. Reassigning Committees was also discussed because the number of members per committee needs to change back from 4 members to 3. The assignments were changed to fit the need of the committees. Changes will also be made to reflect the title "Department of Health and Human Services".	A motion was made by Trustee Driscoll, supported by Trustee Hafeman, to make the changes as discussed. The revised By-Laws will be signed at the December Meeting. Motion carried.
Report of Quality Assurance and Resident Council Committees	Susan Williamson reported on the Resident Council Meetings at each of the homes. There were no complaints.	A motion was made by Trustee Smith, supported by Trustee Oliver, to approve the Reports as presented. Motion carried.

	Residents did ask to have bus rides in the evenings to view the Christmas lights. Susan also reviewed the Quality Assurance and reported that we had a surprise visit from a State surveyor for a complaint and the surveyor cleared it, finding it unsubstantiated. The surveyor noted that our residents had a lot of compliments for the staff and their care. The Board asked that we make sure to let the staff know that they are appreciated.	
Safety Committee	Lois Ball reported on the November Safety Committee. All incidents and accidents for residents and employees were reviewed and there were no major injuries reported for either. Winter weather reminders were given.	A motion was made by Trustee Smith, supported by Trustee Hafeman. Motion carried.
Report of November 9th meeting with the Village of Powers regarding new sewer rates.	Administrator Smith reviewed the highlights of the meeting with the Village of Powers. Our rates will be increased from $1750 per month to $2653 if we cannot bring our water usage down. Staff has been great about helping with this and reporting anything that leaks, or problems they are having. We are asking the Village for the well that is located on the Pinecrest property to use for our chiller/boiler needs. That would help with the water usage and rates.	

House Committee Meeting	Just a reminder to those Committee Members that there is a House Committee meeting today immediately following this meeting.	
Administrator's report	Administrator Smith reported that we had meetings with Charter Communications and Packerland Broadband regarding our television, as well as internet and phone services. We have negotiated with Packerland and is supposed to be coming back with new rates. She and Candy attended the Finance Conference in Lansing November 4-6 and learned a few new things. On November 10th we met with GFS/HPS to discuss quality food. November 11th she attended the OSF Home Health and Hospice meeting. November 12th she attended the Iron Mountain Networking meeting. She reported that we are working with Tenurgy, who are looking at all of our utility bills, checking that our utility people are not overcharging us. She reported that our Activity Department and Residents are collecting coupons for the troops. There was an article in the papers. This is something	A motion was made by Trustee Smith, supported by Trustee Hafeman, to approve the Administrator's report. Motion carried.

	that our residents can do to support the troops. ATC: is going good. They will finish groundskeeping next spring. We do receive a grant from WE Energies for LED Lighting ($3200 grant).	
Comments from the Public	Amy Lantagne asked if the Timber Sale had been posted in the newspapers. Yes, it had been placed in the newspapers for each county.	
Adjournment	The meeting adjourned at 3:12 p.m.	A motion was made by Trustee Smith, supported by Trustee Hafeman, to adjourn. Motion carried.

Catherine Driscoll

Catherine Driscoll

Darlene Smith, Administrator

Darlene Smith, Adm.